APPENDIX E-523 P

AWARD DATA, PREPARATION AND PROCESSING OF

1.  PURPOSE

   This appendix is applicable to chapter 3 and describes the procedures
to be followed in the preparation and processing of award data for
purchases initiated by DSO, i.e., Project Orders and MIPRs.

2.  APPENDICES USED IN THIS PROCESS

   a.  Appendix B-73, Master Amendment Document, DIC YPE-H.

   b.  Appendix B-111, Contract Award Input, DIC YPA.

   c.  Appendix B-116, Contract Award Transaction (Line Item Data), DIC
YPB.

   d.  Appendix B-122, Contract Award Input (CLIN Exception Data), DIC
YPC.

   e.  Appendix B-147, Outgoing MIPR Contract Number Assignment
Transaction, DIC YPK.

   f.  Appendix F-227, Validation Error List (same as F-1 of the
Contracting Subsystem Manual, DLAM 4715.1).

   g.  Appendix F-228, Update Reject Listing (same as F-2 of the
Contracting Subsystem Manual, DLAM 4715.1).

   h.  Appendix F-229, Award Reject Report (same as F-5 of the
Contracting Subsystem Manual, DLAM 4715.1).

3.  RESPONSIBLE ORGANIZATIONAL ELEMENT

   a.  The IM in the Commodity Branch within DSO is responsible for
processing all award input data for purchases made from another Military
Service/Agency for items assigned a Source of Procurement Code 2, 4, 5,
or 9.

   b.  The processing of award input data for purchases other than those
outlined in paragraph 3a above is the responsibility of DP&P.

4.  PROCEDURES/INSTRUCTIONS

   a.  The IM within DSO will prepare award input transactions for the
following documents initiated against PRs (Source of Procurement Code 2,
4, 5, or 9 items) forwarded to DSO for processing:

     (1) Project Orders, for Source of Procurement Code 5 items (prepared
in accordance with (IAW) appendix E-517 P).

     (2) Outgoing MIPRs, for Source of Procurement Code 2, 4, or 9 items
(prepare IAW appendix E-257 P) and purchase orders/contracts resulting
there from when received for the purchasing activity.

b.  <u>Project Orders</u>.  The Project Order will constitute the award document as there will be no resulting purchase order or contract and data to be established in the Active Contract File will be based on data contained in the Project Order.  Award transactions will be input immediately after preparation of the Project Order and prior to transmittal to the military manufacturing facility.

c.  <u>Outgoing MIPRs</u>.  Award transactions will be input based on data contained in the completed MIPR and prior to submission to the Service. When the MIPR is accepted, the resulting purchase order or contract number must be input (upon receipt) by DIC YPK to replace the MIPR number recorded in the Active Contract File.

d.  <u>Incremental Delivery Schedules</u>.  Awards to Incremental Delivery Schedules are to be made through the normal SAMMS process.  DIC YPA containing an Incremental Delivery Indicator (IDI) to post the award and DIC YPB to post the incremental CLINs.  The summary CLIN will be maintained in the ACF, while the incremental CLINs will be maintained and updated through the Due-In File.  After posting the initial award, adjustments to incremental CLINs will normally be processed through SAMMSTEL (see, Contracting Subsystem Manual, DLAM 4715.1, Volume I, Part 2, Appendix E-110 P).

e.  Award Input Transactions:

(1) Three DICs, YPA, YPB, and YPK, are normally required to input award data for establishing and/or recording data in the Active Contract File.  One DIC YPA, DLA Form 725, is required for the basic document; one DIC YPB, DLA Form 725, is required for each item (combination of line item location and delivery date); and upon notification from the Service that a purchase order or contract has been let, one DIC YPK, DLA Form 755 is required to replace/overlay the MIPR number recorded in the Active Contract File.

(2) A supplemental DIC YPA is required for input of one or more of the following data elements; Manufacturing Directive Number, Bailment Code and Remit To Code.  A DIC YPA must be prepared with Contract Action Code 3 in pos. 76, DICs YPA/YPB will reject if not accompanied by a supplemental DIC YPA.  The use of the supplemental YPA for input of MDN and Bailment Code is applicable only to DPSC-T.

(3) Additionally, DIC YPC, DLA Form 725, is required when necessary to supplement data submitted on DIC YPB for a contract line item, e.g., when the PR UI was changed by an automatic catalog action, an indicator will be placed in the award transaction, DICs, YPA/YPB will reject if not accompanied by a DIC YPC.  In addition, the DIC YPC is required when the PR was prepared against a make and model unspecified NSN (SSC5).

(4) The DIC YPA is also used to file maintain certain elements of data on a total contract basis.  All data elements included in DIC YPA* except for the PIIN, Payment Office, Type of Quotation, Contract Total Dollar Value, Discount Period/Percent Code and Provision Designator Code, may be changed in the Active Contract File by submission of DIC YPA with Contract Action Code 2 in pos. 76.  Changes to data elements other than those contained in DIC YPA will be processed IAW instructions contained in this appendix.

(5) DIC YPA will contain an Incremental Delivery Indicator Y in pos. 40 when processing an award for Incremental Delivery Schedules.  This will signal the system to create a summary CLIN (system will assign an A to sixth position of CLIN) based on input of DIC YPB.  When the IDI equals a Y the system will roll up all YPBs with the same elements of data in the first five positions of the CLIN.  The summary CLIN will reflect a roll up of standard CLIN data for one particular NSN scheduled for delivery to a single location.  Input of DIC YPB for incremental CLINs will be validated for the following conditions:

        (a) A maximum of twelve incremental CLINs will be accepted.

        (b) All CLINs must be numbered consecutively and CDD of each successive YPB must be greater than preceding CLIN.

        (c) The sixth position of the CLIN must contain B-N (except I).

        (d) When the first five positions of the CLIN are identical, each YPB must contain identical entries in pos. 34-37 and 54-80.

    (6) The DIC YPB will also be used to cancel a contract line item on a suspended or incomplete proposed award.  A suspended proposed award is one suspended for lack of funds and will appear on appendix F-15, Unfunded Procurement Report (DLAM 4715.1), when the dollar value exceeds $2,500.  Proposed awards under $2,500 do not require prior approval and will not be suspended for lack of funds unless there is a restriction of funds input by the Comptroller, and in this case, if suspended, they will appear on appendix F-15 in addition to those over $2,500.  An incomplete proposed award is one where the contract total value input on DIC YPA does not agree with the  total dollar value of line items input on DIC YPB, and as a result will appear on appendix F-229, Award Reject Report.  Cancellation of a line item on a suspended proposed award can be initiated for various reasons, e.g., to release funds for  support of other line items and reduced  requirements.  However, cancellation of a line item on an incomplete proposed award will normally be initiated only as a result of an error in the original YPB transaction, e.g., a line item was erroneously applied against the wrong contract due to an error in the contract/purchase order number or a line item not applicable to the award document was erroneously input on DIC YPB.  The PR remains open in the Active Purchase Request File when a proposed award is in a suspended or incomplete status.

        (a) When a proposed award has been suspended for lack of funds, contact should be made with the Comptroller through the Plans and Pro-grams Branch, MSO, to determine if funds are available, and if so, the Comptroller will be requested to input funds to the computer.  When funds are not available, the award document may be canceled in its entirety, partial cancellation may be taken or the award may remain in suspense, dependent upon the existing conditions, such as forthcoming availability of funds, the need for the materiel, and so forth.

        (b) When a funds shortage exists and it is known that funds will not be made available for a considerable length of time, action should be taken to cancel the proposed award.  When the entire award is to be canceled, DIC YPE, Amendment Code M, must be prepared to cancel the suspended award and DIC YPE, Amendment Code C, must be prepared to

cancel the open purchase request from the Active Purchase Request File. Procedures for processing these transactions are contained in appendix E-506 P.

(c) When determination has been made to effect partial cancellation of the award (one or more line items), DIC YPB, with Code B in pos. 76, must be prepared along with DIC YPA to decrease the contract total value by the amount represented by the line item(s) being canceled.  Further, when the line items are canceled from the proposed award, they should also be canceled from the open purchase request by preparation of  DIC YPE, Amendment Code D.  In addition, the outgoing MIPR/Project Order must be revised to agree with the award data input to the computer.

(d) When canceling a contract line item on a proposed incomplete award (DIC YPB), care must be exercised to ensure that the contract total value on DIC YPA is in agreement with the total dollar value of all line items on DIC YPB.  Reinput of DIC YPA may or may not be required, dependent upon the condition which caused cancellation of the line item.

(e) When a supplemental YPA indicates the award involves GFM (7 or 8 in pos. 23), multiple purchase requests may not be included on a single PIIN.  In addition, the PR/PRLI cited in the YPB(s) must be recorded in the APRF as requiring GFM.

(6) When the contract or purchase order for an outgoing MIPR has been received from the purchasing activity and after DIC YPK has been input to record the contract/purchase order number in the Active Con-tract File, DIC YPA and YPE-H must be prepared to record certain data elements based on the actual award document rather than the outgoing MIPR.

(7) The field legend and/or instructions for preparation of award input transactions cite contract or CLIN rather than the actual award document; however, they are intended for all award documents, whether they be contracts or otherwise.

(8) An original and one copy of applicable forms will be prepared for each DIC; the original copy to be forwarded to KSP Unit and one copy retained until the action has been completed.

  e.  Codes.  The input award transactions, DICs YPA/YPB/YPC, require the use of various codes related to award processing.

(1) State/County Code.  Identifies state or country where contractor and/or activity will perform (DIC YPA).

CODE          STATE

01            Alabama

02            Alaska

03            Arizona

04            Arkansas

| CODE | STATE |
|------|-------|
| 05 | California |
| 06 | Colorado |
| 07 | Connecticut |
| 08 | Delaware |
| 09 | District of Columbia |
| 10 | Florida |
| 11 | Georgia |
| 12 | Hawaii |
| 13 | Idaho |
| 14 | Illinois |
| 15 | Indiana |
| 16 | Iowa |
| 17 | Kansas |
| 18 | Kentucky |
| 19 | Louisiana |
| 20 | Maine |
| 21 | Maryland |
| 22 | Massachusetts |
| 23 | Michigan |
| 24 | Minnesota |
| 25 | Mississippi |
| 26 | Missouri |
| 27 | Montana |
| 28 | Nebraska |
| 29 | Nevada |
| 30 | New Hampshire |
| 31 | New Jersey |

| CODE | STATE |
|------|-------|
| 32 | New Mexico |
| 33 | New York |
| 34 | North Carolina |
| 35 | North Dakota |
| 36 | Ohio |
| 37 | Oklahoma |
| 38 | Oregon |
| 39 | Pennsylvania |
| 40 | Rhode Island |
| 41 | South Carolina |
| 42 | South Dakota |
| 43 | Tennessee |
| 44 | Texas |
| 45 | Utah |
| 46 | Vermont |
| 47 | Virginia |
| 48 | Washington |
| 49 | West Virginia |
| 50 | Wisconsin |
| 51 | Wyoming |

    (2) Report Code.  A four-position code which provides information concerning the award (DIC YPA).

| CODE | EXPLANATION |
|------|-------------|
| Position 1 | Contract Type |

                1 - Advertised
                2 - Negotiated
                3 - Other federal agencies
                4 - GSA FSS
                5 - FMS

Position 2    Source Type

     A - Large Business
     B - Small Business
     C - Education or Nonprofit Institution
     D - Work Outside the U.S. (Foreign)
     X - Intragovernmental (Including FMS, GSA,
    FSS and other Federal Agencies)

Position 3    Contract Placement

     1 - Commercial (Including FMS)
     2 - Another DoD Agency
     3 - Non-DoD Agency
     4 - Own Service/Agency
     5 - Other
     6 - Minority Business Firms
     7 - SBA-8A

Position 4    Exception Indicator

     1 - No Exception
     2 - Order Under a Definite Quantity, Indefinite
        Delivery Type Contract.

(3) Contract Action Code. Defines the kind of processing to be accomplished by the system (DIC YPA).

| CODE | EXPLANATION |
|------|-------------|
| 0 | Post award data to system files. Award document will be manually prepared. |
| 1 | For use by DP&P only. |
| 2 | This transaction is to maintain (change) contract data previously posted to system files. |
| 3 | Supplemental DIC YPA required. Post award data to system files. Award document will be manually prepared. |
| 4 | For use by DP&P only. |
| 5 | This transaction is to post supplemental award data to system files. |
| 6 | This transaction is to maintain (change) supplemental contract data previously posted to the ACF. |

(4) Fast Pay/Unpriced Purchased Order Code. Indicates whether or not an award is within the criteria of Fast Pay and/or is classified as an Unpriced Purchase Order (DIC YPA).

| CODE | EXPLANATION |
|------|-------------|
| Y | Contractual document is Fast Pay. |
| N | Contractual document is neither Fast Pay nor Unpriced Purchase Order nor Certificate of Conformance. |
| P | Contractual document is Unpriced Purchase Order and Not Fast Pay. |
| Z | Contractual document is Unpriced Purchase Order and Fast Pay. |
| A | Contractual document requires Certificate of Conformance. |
| B | Contractual document is an Unpriced Purchase Order and requires Certificate of Conformance. |

    (5) <u>Payment Office Code</u>.  Identifies the Government Office responsible for payment of the contractors invoices (DIC YPA).

| CODE | EXPLANATION |
|------|-------------|
| 01 | DCMD, Atlanta |
| 02 | DCMD, Boston |
| 03 | DCMD, Chicago |
| 04 | DCMD, Cleveland |
| 05 | DCMD, Dallas |
| 06 | Reserved (was DCMD, Detroit prior to Jan 76) |
| 07 | DCMD, Los Angeles |
| 08 | DCMD, New York |
| 09 | DCMD, Philadelphia |
| 10 | DCMD, St. Louis |
| 11 | Reserved (was DCMD, San Francisco prior to Jan 76) |
| 12 | Local Disbursing Office of the DSC |
| 13-20 | Reserved for other CAS components designated as payment offices. |
| 21-99 | Other payment offices servicing the DSC for DSC administered awards, paying awards, administered by Military Service CAOs and paying non-DoD funds on awards. |

For outgoing MIPRs, the DCMD, Payment Office Code will correspond to the DCAS Region/District Office assigned responsibility for administering the contract/purchase order (Administration Location Code); however, these codes cannot be input until after receipt of the contract/purchase order from the procuring activity.

    (6) <u>Negotiation Authority Code</u>.  This code references the various authorizations contained in the Defense Acquisition Regulations (DIC YPA).

<u>CODE</u>         <u>EXPLANATION</u>

A          10 USC 2304(a)(1)a

B          10 USC 2304(a)(1)b

C          10 USC 2304(a)(1)c

D          10 USC 2304(a)(1)d

E          10 USC 2304(a)(2)

F          10 USC 2304(a)(3)

G          10 USC 2304(a)(4)

H          10 USC 2304(a)(5)

J          10 USC 2304(a)(6)

K          10 USC 2304(a)(7)

L          10 USC 2304(a)(8)

M          10 USC 2304(a)(9)

N          10 USC 2304(a)(10)

P          10 USC 2304(a)(11)

Q          10 USC 2304(a)(12)

R          10 USC 2304(a)(13)

S          10 USC 2304(a)(14)

T          10 USC 2304(a)(15)

U          10 USC 2304(a)(16)

V          10 USC 2304(a)(17)a

W          10 USC 2304(a)(17)b

X/Y/Z      Unassigned

(7) Price Competition Code.  This code indicates degree of price competition.   No code is assigned for Advertised Awards and Negotiated Awards over $10,000 (DIC YPA).

CODE          EXPLANATION

1             Negotiated under 10 USC 2304(a)(3) with price competition.

2             Negotiated under 10 USC 2304(a)(6) using small purchase procedures with price competition.

3             Negotiated awards $10,000 or less without price competi-tion other than Codes 1 and 2 above.

4             Negotiated awards $10,000 or less without price competi-tion.

(8) Procurement Method Code.  Depicts the procurement decision on which the item will be procured as competitive or noncompetitive under the High Dollar Breakout Program (DIC YPB).

CODE          EXPLANATION

1             Items screened and found to be already competitive.

2             Items screened and determined for the first time to be suitable for competitive procurement.  A replenishment item will be included in this group only when the ident-ification as PMC 2 is supported by the procurement history of the item.   The alternative identification is PMC 1.

3             Items screened and found to be procured directly from the actual manufacturer or vendor, including a prime contrac-tor who is the actual manufacturer.

4             Items screened and determined for the first time to be suitable for direct purchase from the actual manufacturer or vendor rather than the original prime contractor for the end items which these parts support.  A replenishment item will be included in this group only when the identi-fication as PMC 4 is supported by the procurement history record of the item.  The alternative identification is PMC 3.

5             Items screened and determined not suitable for competitive procurement or direct purchase and which, therefore, con-tinue to be procured from a prime contractor who is not the actual manufacturer.

(9) Criticality Designator Code.  This code indicates the critical-ity of the item being procured.

CODE          EXPLANATION

A             Items in direct support of the DoD Master Urgency List (MUL), DX rated contracts (BRICKBAT 01).

Items or programs designated critical by Departmental Headquarters or HQ
DLA (includes public exigency and small purchases meeting the require-
ments of public exigency).

Items in support of programs designated in writing as critical by DSC
Commander.

B    If not Designator A, contracts for items required to main-
tain a Government or contractor production or repair line.

C    All contracts other than Designator A and B.

 f. <u>Award Input for Project Orders</u>.

  (1) Prepare DIC YPA (one for each Project Order) as follows:

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| DIC | 1-3 | Enter YPA. |
| Procurement Instrument Identification Number (PIIN) | 4-22 | Enter the applicable 13-Position Project Order Number from DLA Form 531 as follows: Requiring DSC Activity Address Code in pos. 4-9. Last digit of the fiscal year in pos. 10. Serial number in pos. 11-16. Leave pos. 17-22 blank. |
| Award Date | 23-27 | Enter date from block 2 of Project Order consisting of CY (two digits) and day (three-digits). |
| NGOC/DLVC | 28-32 | Enter five-digit code applicable to activity shown in block 6B of Project Order. (Cataloguing Handbook H-4 or appendix F-19, DSC Local Vendor File, DLAM 4715.1). |
| State/Country | 33-34 | Enter code applicable to state shown in Code block 6B of Project Order. |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| Report Code | 35-38 | Enter applicable code; see paragraph 4e (normally this code will be 3X21). |
| Blank | 39 | Leave blank. |
| Incremental Del. Indicator | 40 | Enter Y for Incremental Delivery or leave blank. |
| Negotiation Authority | 41 | Leave blank. |
| Price Competition Code | 42 | Leave blank. |
| Administration Location | 43-45 | Enter code for DCMD/DCMD component (DoD 4105.59H) or DSC developed code assigned to organization that will administer the award.<br><br>DSC code will consist of L (local) in the first position followed by an alpha/numeric character in the second/third positions.<br><br>If the DCMD code is less than three digits, precede with zeros. |
| Value Engineering Clause Code | 46 | Enter applicable code:<br><br>Y - VE clause in award.<br><br>N - No VE clause in award. |
| Fast Pay/Unpriced Purchase Code | 47 | Enter applicable code:<br><br>P - Unpriced Purchased Order not Fast Pay.<br><br>Y - Fast Pay.<br><br>N - Not Fast Pay or Unpriced Purchase Order.<br><br>Z - Unpriced Purchase Order - Fast Pay<br><br>A - Certificate of Conformance. |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| | | B - Certificate of Conformance and Unpriced Purchase Order. |
| Payment Office | 48-49 | Enter DCMD code or numeric code (11-99) assigned by each DSC to the DSC Accounting and Finance Office; for DCSC, enter 12. |
| Type of Quotation | 50 | Leave blank. |
| Criticality Designator Code | 51 | Enter applicable code; see subparagraph 4(e). |
| Blank | 52 | Leave blank. |
| Contact Total Value | 53-62 | Enter dollar value from block 10b, DLA Form 531, in dollars and cents; pos. 61-62 are cents. Precede significant fields with zeros. |
| Option Provision Date | 63-67 | Leave blank. |
| Discount Period/Percent Code | 68-71 | Zero fill. |
| Provision Designator Code #1 | 72-73 | Leave blank. |
| Provision Designator Code #2 | 74-75 | Leave blank. |
| Contact Action Code (nor- | 76 | Enter applicable code; see subparagraph 4(e) mally this code will be 0 or 3). |
| Error Correction Code | 77 | Leave blank unless purpose of input is to correct YPA previously submitted and found to be erroneous, in which case a C will be entered.<br><br>When canceling a line item from a suspended award (Code B in pos. 76, DIC YPB), leave pos. 77 of DIC YPA blank, if DIC YPA is reinput. |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| Source Code | 78-80 | Enter O in pos. 78 and IMC ORC in pos. 79-80. For DPSC only:  Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80. |

     (2) Prepare supplemental DIC YPA (one for each Project Order) as follows:

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| DIC | 1-3 | Enter YPA. |
| Procurement Instrument Identification Number (PIIN) | 4-22 | Enter the applicable 13 position Project Order Number from DLA Form 531 as follows: Requiring DSC Activity Address Code in pos. 4-9. Last digit of the fiscal year in pos. 10. Serial number in pos. 11-16. Leave pos. 17-22 blank. |
| Manufacturing Directive Number | 23-25 | At DPSC-T enter the Manufacturing Directive Number assigned to the PIIN in pos. 4-22; otherwise, leave blank. |
| Bailment Code | 26 | At DPSC-T enter the applicable code: Y - Bailment Type Award. N - Nonbailment Type Award. Entry required when MDN is coded in pos. 23-25; otherwise, leave blank. |
| Remit To Code | 27-31 | If payment will be made to an address that is different than the address where the item |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| | | will be manufactured, enter the five-position CAGE code assigned to the payment address; otherwise, leave blank. |
| | | If purpose of transaction is to delete a Remit To Code in the ACF (Contract Action Code 6), enter XXXXX. |
| Blank | 32-75 | Leave blank. |
| Contract Action Code | 76 | Enter applicable code; see subparagraph 4e (normally this code will be 5). |
| Error Correction Code | 77 | Leave blank unless purpose of input is to correct supplemental YPA previously submitted and found to be erroneous, in which case a C will be entered. |
| Source Code | 78-80 | Enter O in pos. 78 and IMs ORC in pos. 79-80. For DPSC only:  Enter H (C&T), I (Subs), or O (Med) in pos. 78 and the ORC of originator in pos. 79-80. |

(3) Prepare DIC YPB (one for each line item) as follows:

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| DIC | 1-3 | Enter YPB. |
| PIIN | 4-22 | Same as for DIC YPA. |
| Contract Line Item Number (CLIN) | 23-28 | Enter the line item number assigned to the item of the Project Order. Enter four position number starting in pos. 23. Precede significant digits with zeros.  For Incremental CLINs, enter six position number (pos. 27 must be alpha, while pos. 28 must contain B-N, except I). |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| Contract Delivery Date | 29-31 | Enter the number of days after the award date (block 2 of the Project Order) required for delivery, i.e., 30, 60, 90, and so forth after date of the Project Order. Right-justify and zero fill left. The system will compute the Julian date by taking date entered in pos. 23-27 and adding the number of days specified in the field. For Incremental Deliveries, enter CDD in successive order (each CDD must be greater than preceding YPBs CDD). |
| Blank | 32-33 | Leave blank. |
| Purchase Request Number | 34-47 | Enter the PR number applicable to the Project Order. (See note.) |
| Purchase Request Line Item | 48-53 | Enter the line item of the PR to which the Project Order applies. Start in pos. 48 and leave pos. 52-53 blank; justify right, zero fill left. |
| Location Code | 54-56 | Enter RIC of storage location for the PR line item. (See note.) |
| Quantity Variance Code | 57-59 | Enter B00. (See note.) |
| Procurement Method Code | 60 | If the PMC does not differ from the PMC appearing on the PR trailer, enter the PMC as indicated on the trailer. If the PMC differs, enter applicable code from subparagraph 4e(8). If the item being obtained is to satisfy a MIPR or part numbered requirement, leave blank. (See note.) |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| FOB Code | 61 | Enter applicable code: (See note.)<br><br>  D - Inspection and acceptance at Destination, FOB destination.<br><br>  E - Inspection and acceptance at origin, FOB origin.<br><br>  F - Inspection at origin and acceptance at destination, FOB destination.<br><br>  1 - Inspection and acceptance at destination, FOB destination origin.<br><br>  2 - Inspection and acceptance at origin, FOB destination. |
| Other Cost Code | 62 | Enter applicable code: (See note.)<br><br>  E - Government furnished equipment financed by the DSF is involved.  Includes molds, models, patterns, templates, special tooling, production equipment, or shoe lasts.<br><br>  P - Packaging, preservation, level A packing, unitization marking or similar services are to be billed separately to the DSF, i.e., depot to perform packing.<br><br>  T - Other categories of cost not covered above are involved and w will be billed separately to the DSF - EXCLUDES: VE award payments. |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| | | M - Government Furnished Material (including drum for oils and involved lubricants and cylinders for gas and liquids). |
| | | V - Various combinations of Codes E, P, and T. |
| | | N - No other costs involved that must be considered for standard pricing purposes. |

NOTE:  VE award payments are not considered for standard pricing purposes and therefore, fall into this no other cost category.

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| Contract Line Item Number Unit Price | 63-75 | Enter the unit price applicable to the Project Order line item. Dollars are entered in pos. 63-70, cents in pos. 71-72, and mills in pos. 73-75.  Zero fill unused space in dollar or mill field, e.g., 0000000750000 ($7.50). (See note.) |
| Contract Line Item Number Action Code | 76 | Enter applicable code: (See note.)
1 - DIC YPC is required to provide supplementary data for CLIN in pos. 23-28.
B - Cancel CLIN from suspended or incomplete contract.
4 - DIC YPC is required to indicate PRLI award quantity with balance canceled by reason code in pos. 72-73.
See subparagraph d(5) for additional processing actions when canceling a CLIN from suspended/incomplete contract (Code B, pos. 76). |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| | | Blank - None of the above. |
| Error Correction Code | 77 | Leave blank unless purpose of input is to correct YPB previously submitted and found to be erroneous, in which case a C will be entered. When canceling a suspended award (Code B in pos. 76), leave blank. (See note.) |
| Source Code | 78-80 | Enter O in pos. 78 and IMC ORC in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos 79-80. (See note.) |

NOTE: For Incremental Delivery Schedules, all elements of data must be identical for positions 34-37 and 54-80 for each YPB.

   g. Award Input for Outgoing MIPRS. Prior to input of DICs YPA and YPB to record the outgoing MIPR in the Active Contract File, DIC YPE, Amendment Code C, must be prepared and input to change the Procurement Document Code (pos. 61, DIC YPE) from 1 (computer generated PR) to 2 (outgoing MIPR), otherwise, the DIC YPB will reject.

   (1) Prepare DIC YPA as follows:

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| DIC | 1-3 | Enter YPA. |
| PIIN | 4-22 | Enter the 13 position MIPR number as follows: Requiring DSC AAC in pos. 4-9. Last digit of the fiscal year in pos. 10. Serial Number in pos. 11-16. Leave pos. 17-22 blank. |
| Award Date | 23-27 | Enter date from block 17 of MIPR consisting of CY (two digits) and day (three digits). |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| NGOV/DLVC | 28-32 | Enter five-digit code applicable to Service (activity) shown in block 7 of MIPR. (Cataloguing Handbook H-4 or appendix F-19, DSC Local Vendor File, DLAM 4715.1.) |
| State/Country Code | 33-34 | Enter code applicable to state shown in block 7 of MIPR. |
| Report Code | 35-38 | Enter applicable code; see subparagraph 4e (normally this code will be 3X21). |
| Blank | 39-40 | Leave blank. |
| Negotiation Authority | 41 | Leave blank. |
| Price Competition Code | 42 | Leave blank. |
| Administration Location | 43-45 | Enter DSC RIC since Administration Location Code will not be known until after the award has been made; for DCSC, enter S9C. |
| Value Engineering Clause Code | 46 | Enter Code N on initial input. |
| Fast Pay/Unpriced Purchase Order | 47 | Enter Code N on initial input. |
| Payment Office | 48-49 | Enter numeric code of CY (11-99) assigned by each DSC to the DSC Accounting and Finance Office; for DCSC, enter 12. |
| Type of Quotation | 50 | Leave blank. |
| Criticality Designator Code | 51 | Enter applicable code; see subparagraph 4(e). |
| Blank | 52 | Leave blank. |
| Contract Total Value | 53-62 | Enter dollar value from block 11 of MIPR in dollars and cents; Precede significant fields with zeros. |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| Option Provision Date | 63-67 | Leave blank. |
| Discount Period/Percent Code | 68-71 | Leave blank. |
| Provision Designator Code #1 | 72-73 | Leave blank. |
| Provision Designator Code #2 | 74-75 | Leave blank. |
| Contract Action Code | 76 | Enter zero. |
| Error Condition Code | 77 | Leave blank unless purpose of input is to correct YPA previously be erroneous, in which case a C will be entered. When canceling a line item from a suspended award (Code B in pos. 76, DIC YPB), leave pos. 77 of DIC YPA blank, if DIC YPA is reinput. |
| Source Code | 78-80 | Enter O in pos. 78 and IMC ORC in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80. |

NOTE: Entries in pos. 23-34 and 41-47 must be updated by DIC YPA after receipt of contract/purchase order from the procuring activity. In addition, pos. 63-67 must also be updated, if applicable. Entries in pos. 53-62 may be updated by DIC YPE-H.

    (2) Prepare DIC YPB (one for each line item) as follows:

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| DIC | 1-3 | Enter YPB. |
| PIIN | 4-22 | Same as for DIC YPA. |
| Contract Line Item Number (CLIN) | 23-28 | Enter the line item number assigned to the item of the MIPR. Enter 4-position number in pos. 23, precede significant digits with zeros. |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| Contract Delivery Date | 29-31 | Enter the number of days after the award date (block 17 of the MIPR) required for delivery, i.e., 30, 60, 90, and so forth, after date of the MIPR.  Right-Justify and zero fill left.  The system will compute the Julian date by taking the date entered in pos. 23-27 and adding the number of days specified in this field. |
| Blank | 32-33 | Leave blank. |
| Purchase Request Number | 34-47 | Enter the PR number applicable to the outgoing MIPR. |
| Purchase Request Line Item | 48-53 | Enter the line item of the PR to which the outgoing MIPR applies. Start in pos. 48 and leave pos. 52-53 blank. |
| Location Code | 54-56 | Enter RIC of storage location for the PR line item. |
| Quantity Variance Code | 57-59 | Enter B00. |
| Procurement Method Code | 60 | If the PMC does not differ from the PMC appearing on the PR trailer, enter the PMC as indicated on the trailer. If the PMC differs, enter applicable code from subparagraph 4e(9). |
| FOB Code | 61 | Enter applicable code: |

vv

    D - Inspection and acceptance at destination. FOB destination.

  vv

    E - Inspection and acceptance at origin.  FOB origin.

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| | | F - Inspection at origin and acceptance at destination. FOB destination. |
| | | 1 - Inspection and acceptance at destination. FOB origin. |
| | | 2 - Inspection and acceptance at origin. FOB destination. |
| Other Cost Code | 62 | Enter applicable code: |
| | | E - Government furnished equipment financed by the DSF is involved. Includes molds, models, patterns, templates, special tooling, production equipment, or shoe lasts. |
| | | P - Packaging, preservation, level A packing, unitization marking or similar services are to be billed separately to the DSF, i.e., depot to perform packing. |
| | | T - Other categories of cost not covered above are involved and will be billed separately to the DSF - EXCLUDES VE award payments. |
| | | M - Government Furnished Material (including drums for oil and involved lubricants and cylinders for gas and liquids). |
| | | V - Various combinations of Codes E, P, and T. |
| | | N - No other costs involved that must be considered for standard pricing purposes. |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| | | NOTE: VE award payments are not considered for standard pricing purposes and therefore fall into this category. |
| Contract Line Item Number Unit Price | 63-75 | Enter the unit price applicable to the MIPR line item. Dollars are entered in pos. 63-70, cents in pos. 71-72, and mills in pos. 73-75. Zero fill unused space in dollar or mill field, e.g., 0000000750000 $(7.50). |
| Contract Line Item Number Action Code | 76 | Enter applicable code:<br><br>1 - DIC YPC is required to provide supplementary data for CLIN in pos. 23-28.<br><br>B - Cancel CLIN from suspended or incomplete contract. See subparagraph d(5) for additional processing actions when canceling a CLIN from suspended/ incomplete contract (Code B pos. 76).<br><br>Blank - None of the above. |
| Error Correction Code | 77 | Leave blank, unless purpose of input is to correct YPB previously submitted and found to be erroneous, in which case a C will be entered. When cancelling a line item from a suspended award (Code B in pos. 76), leave blank. |
| Source Code | 78-80 | Enter O in pos. 78 and IMC ORC in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80. |

NOTE:  Entries in pos. 29-31, 57-59, and 61-62 must be updated by DIC YPE-H after receipt of contract/purchase order from Procuring Activity.

   h.  Award Input for CLIN Exception Data.  Prepare DIC YPC on a line item basis as outlined below, when any of the following conditions exist:

     (1) The CLIN UI (and perhaps the quantity) differs from the PRLI UI, e.g., PRLI UI is sheet and the purchase unit is made in pounds.

     (2) The PRLI UI was changed by an automatic catalog action susequent to PR preparation and a notice of such change was provided by appendix F-91, Unit of Issue Change Notice (DLAM 4715.1).

     (3) The stock number of the CLIN differs from the PRLI stock number, e.g., when PR is for a make and model unspecified NSN (SSC 5) and the contract was awarded under an NSN assigned to a specific manufacturer.

     (4) The CLIN (MIPR/Project Order) quantity differs from the recommended PR quantity.

     (5) The purchase unit is different than the stock unit.  For this condition, the processing of the DIC YPC will cause the purchased unit and quantity to post to the Active Contract File.  The system will develop a conversion factor, based on the relationship of the purchased unit to the stock unit, which will also be posted to the file.

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| DIC | 1-3 | Enter YPC. |
| PIIN | 4-22 | Enter the applicable award document (Project Order/MIPR number) for which supplemental data is being added. |
| CLIN | 23-28 | Enter the applicable line item number contained in the award document.  Enter four-position number in pos. 23, precede significant digits with zeros. |
| Stock Quantity | 29-36 | If condition (1), (2), or (4) above applies, enter the quantity expressed in stock unit of issue, pertaining to the CLIN in pos. 23-28.  This will be the quantity contained in the PR of record.  Precede significant fields with zeros.  Leave blank if not applicable. |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| Contract Unit | 37-38 | If condition in subparagraph (1) or (2) above applies, enter the UI set forth in the award document. This is the unit equating to the CLIN unit price in pos. 63-75 of DIC YPB.<br><br>If condition in subparagraph (5) above applies, enter the purchased unit as set forth in the award document.<br><br>Leave blank if not applicable. |
| Contract Quantity | 39-46 | Enter the quantity applicable to the contract unit entered in pos. 37-38 if any; otherwise, leave blank. |
| Stock Number | 47-61 | If condition in subparagraph (3) above applies, enter the stock number appearing on the award document. |
| Trade Discount Percent #1 | 62-65 | Leave blank. |
| Trade Discount Percent #2 | 66-69 | Leave blank. |
| Blank | 70-71 | Leave blank. |
| Cancellation Reason Code | 72-73 | Enter applicable code. |
| Blank | 74-76 | Leave blank. |
| Error Correction Code | 77 | Leave blank unless purpose of input is to correct YPC previously submitted and found to be erroneous, in which case a C will be entered. |
| Source Code | 78-80 | Enter O in pos. 78 and IMC ORC in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80. |

i.  Award Input for Assignment of Purchase Order/Contract to Outgoing MIPR.

(1) Award data for outgoing MIPRs is initially input based on data contained in the MIPR; therefore, upon receipt of applicable Purchase Order/Contract, DIC YPK must be prepared to record the actual PIIN. Further, after the PIIN has been recorded in the Active Contract File, DIC YPA and YPE-H must be prepared to update certain data elements based on the actual award document.

(2) Prepare DIC YPK (one for each line item) as follows:

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| DIC | 1-3 | Enter YPK. |
| Blank | 4 | Leave blank. |
| Outgoing MIPR Control Number | 5-23 | Enter the 14-position MIPR number as follows: Requiring DSC activity address code in pos. 5-10. Last digit of fiscal year in pos. 11. Serial number in pos. 12-18. Leave pos. 19-23 blank. |
| MIPR Line Item | 24-29 | Enter the line item of the MIPR for which the PIIN is to be recorded. |
| Blank | 30-34 | Leave blank. |
| PIIN | 35-53 | Enter the PIIN assigned to the award document starting in pos. 35; leave unused spaces blank. |
| Contract Line Item | 54-59 | Enter the CLIN appli-cable to the MIPR line item. |
| Blank | 60-77 | Leave blank. |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| Source Code | 78-80 | Enter O in pos. 78 and IMC ORC in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80. |

   j.  Update of Award Input for Outgoing MIPRs After Receipt of Con-
tract/Purchase Order From Processing Activity.

     (1) After DIC YPK has been input to record the contract/purchase
order number in the Active Contract File, DIC YPA, and YPE-H must be
input to update all data elements which differ from those contained in
the original DICs YPA and YPB; data elements which remain unchanged will
be left blank.

     (2) Prepare DIC YPA as follows:

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| DIC | 1-3 | Enter YPA. |
| PIIN | 4-22 | Enter contract/purchase order number awarded to the outgoing MIPR (same as pos. 35-53 of DIC YPK). |
| Award Date | 23-27 | Enter date of contract/ purchase order consist- ing of CY (two digits and day (three digits). |
| NGOC/DLVC | 28-32 | Enter five-digit code for contractor awarded the contract/purchase order. |
| State/Country Code | 33-34 | Enter code applicable to state where contractor will perform.  (Normally this will be the state where the contractor is located.) |
| Report Code | 35-40 | Leave blank. |
| Negotiation Authority | 41 | Enter negotiation code that equates to code in block 16, DD Form 1155, Purchase Order; leave blank for contracts (see subparagraph 4(e) for codes). |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| Price Competition Code | 42 | Enter applicable code (see subparagraph 4(e)). This code should equate to the Negotiation Authority Code in pos. 41. |
| Administration Location | 43-45 | Enter numeric code assigned to the DCMD/DCMD Component that will administer the contract/ purchase with order; precede zeros if less than three digits. |
| Value Engineering Clause Code | 46 | Enter as applicable:<br><br>  Y - Award Contains Value Engineering Clause.<br><br>  N - Award does not contain a Value Engineering Clause. |
| Fast Pay Unpriced Purchase Order | 47 | Enter as applicable:<br><br>  P - Unpriced Purchase Order not Fast Pay.<br><br>  Y - Fast Pay.<br><br>  N - Not Fast Pay or Unpriced Purchase Order.<br><br>  Z - Unpriced Purchase Order - Fast Pay.<br><br>  A - Certificate of Conformance.<br><br>  B - Certificate of Conformance and Unpriced Purchase Order. |
| Payment Office | 48-49 | Leave blank. |
| Type of Quotation | 50 | Leave blank. |
| Criticality Designator Code | 51 | Enter applicable code; see subparagraph 4(e). |
| Blank | 52 | Leave blank. |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| Contract Total Value | 53-62 | Leave blank. |
| Option Provision Date | 63-67 | If the contract/purchase order includes option provisions, enter the date consisting of CY (two digits) and day (three digits); other-wise, leave blank. |
| Discount Period/Percent Code | 68-71 | Leave Blank. |
| Provision Designator Code #1 | 72-73 | Leave blank. |
| Provision Designator Code #2 | 74-75 | Leave blank. |
| Contract Action Code | 76 | Enter 2. |
| Error Condition Code | 77 | Leave blank. |
| Source Code | 78-80 | Enter O in pos. 78 and IMC ORC in pos. 79-80. For DPSC only:  Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80. |

(3) Prepare DIC YPE-H as follows:

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| DIC | 1-3 | Enter YPE. |
| Amendment Code | 4 | Enter H. |
| Procurement Instrument Identification Number (PIIN) | 5-23 | Enter contract/purchase order number awarded to the outgoing MIPR (same as pos. 35-53 of DIC YPK). |
| Contract Line/Subline Item Number | 24-29 | Enter contract/purchase order line item number applicable to the MIPR line (same as pos. 54-59 of DIC YPK). |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| Modification Date | 30-34 | Enter the award date of the basic contract/pur- chase order applicable to the MIPR line. |
| Price | 35-44 | If the total dollar value of the contract/ purchase order differs from the original DIC YPA pos. 53-62, enter the new total price. Field pos. 43-44 are cents.  (System will compute unit price.) |
| Fund Classification Code | 45-47 | Leave blank. |
| Stock Quantity Plus or Minus | 48 | If the contract/purchase order revised the quan- tity, enter code:<br><br>  P - Quantity in pos. 49-55 is an increase and there has been no unit of issue change.<br><br>  M - Quantity in pos. 49-55 is a decrease and there has been no unit of issue change.<br><br>  A - Quantity in pos. 49-55 is an increase and the unit of issue was changed.<br><br>  S - Quantity in pos. 49-55 is a decrease and the unit of issue was changed. |
| Stock Quantity Change | 49-55 | Enter the quantity (in stock unit of issue) of the increase or de- crease. |
| Quantity Variance Code | 56-58 | If change is required, enter applicable code. |
| Value Engineering and Packaging Code | 59 | Leave blank. |
| Type Pack Code | 60 | Leave blank. |

| FIELD LEGEND | FIELD POSITIONS | EXPLANATION/INSTRUCTIONS |
|---|---|---|
| Other Cost Code | 61 | Leave blank. |
| Contract Delivery Date | 62-64 | If the delivery date of the MIPR line changed as the result of the contract/purchase order, enter the new delivery date. |
| Followup Date | 65-69 | Leave blank. |
| Warranty | 70 | Enter W if warranty is available or leave blank. |
| Termination Code | 71 | Enter applicable code D, G, K, P, or 4 or leave blank. |
| Free On Board Code | 72 | If change required, enter new code. |
| Contract Delivery Date Revision Agent | 73 | Leave blank. |
| Reason for Contract Delivery Date Revision | 74-75 | Leave blank. |
| CAO Recommendation Regarding Delayed Deliveries | 76 | Leave blank. |
| Consideration Code | 77 | Leave blank. |
| Source Code | 78-80 | Enter O in pos. 78 and IMC ORC in pos. 79-80. For DPSC only:  Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80. |

5.  FILE UPDATE/DISPOSITION OF FORMS

   a.  When award input transactions pass validation, the mechanical process will:

     (1) Provide obligation data and due-in transaction (DIC DD_) to the Financial Subsystem.

     (2) Close out Active PR File records.

     (3) Establish Active Contract File records.

(4) Establish Inactive PR File records with cross-reference of PR/
PRLI to PIIN/CLIN.

     (5) Update the Due-In File of the Distribution Subsystem.

     (6) Generate and furnish to the distribution activities, initial,
replacement and/or reversal PMRCs.

     (7) Establish contract history data in the PTDF.

   b.  A copy of all award input transactions DLA Forms 725/755 will be
placed in suspense until it has been determined that all actions have
been completed, after which input forms can be destroyed.  Transactions
will be reinput when the award data has not been recorded within the
timeframe established by each DSC.

6.  VIOLATIONS

   a.  The DSO will receive all violations resulting from the input of
award transactions for procurement made from another Service/Agency
(Source of Procurement Codes 2, 4, 5, and 9).

   b.  All violations from the input of DIC YPA, YPB, YPC, or YPK will be
output on appendix F-1, F-2, or F-5, DLAM 4715.1, the format of which is
contained in appendix F-227, F-228, or F-229, DLAM 4140.2, Volume II,
Part 3.

   c.  Appendix F-227, Validation Error List, contains DIC YPK trans-
action which did not pass validation and is output daily in Source Code
(Directorate/IM) sequence with applicable DIC.  Invalid transactions
will be printed on the report with erroneous data elements identified by
an asterisk over the field positions which contain erroneous data or
where data was omitted in error.  All field positions are validated and
reject is not output based on the first violation.

   d.  Appendix F-228, Update Reject Listing, contains DIC YPK input
transactions which have passed validation but are rejected for reasons
such as: Failure to match the file, e.g., MIPR/Project Order number con-
tained in DIC YPK does not match the Active Contract File or duplication
of file control data element.  Examples of the reject message are as
follows:

| REJECT MESSAGE | EXPLANATION |
|---|---|
| CONTRACT FILE NO MATCH | The PIIN/CLIN of transaction did not match a MIPR/Project Order record in the Active Contract File. |
| DUPLICATE CLIN FOR MIPR CONVERSION | The new PIIN/CLIN entered in the DIC YPK trans-action matches an Active Contract File record. |
| INVALID YPK-CLIN FOR FUND ONLY | The DIC YPK submitted to assign a contract num-ber to an MIPR/Project Order record which the ACF record indicated was a fund only trans-action. |

| REJECT MESSAGE | EXPLANATION |
|---|---|

The F-228 Report is output daily in Source Code (Directorate/IM) sequence with the entire transaction printed along with an in-the-clear message indicating the reason for violation.  Correction will be accomplished by preparation of a revised DIC YPK.

   e.  Appendix F-229, Award Reject Report, reflects DIC YPA, YPB, YPC, and supplemental YPA input transactions rejected during validation and/or during update processing.  Transaction rejected during validation will have the invalid field identified by an asterisk (*).  Transactions rejected during update will have the appropriate error message indicated.  When any of these transactions reject, all associated transactions will appear on the Award Reject Report.  Incomplete contracts are suspended and notification of error condition is on a cyclic basis.  Correction of the invalid transaction will automatically clear the Award Reject Report.  This report is output daily in Source Code (Directorate/IM) sequence with the entire transaction printed along the total MIPR/Project Order value and the total of all line items.

   (1) When an award is being established with DICs YPA and YPB (both Mandatory) and the YPB is missing, only the YPA transaction will appear on appendix F-229 which means the YPB was not submitted.

   (2) When an award is being established with DICs YPA, supplemental YPA, YPB and YPC and the basic YPA rejects in validation while the supplemental YPA, YPB, and YPC pass validation, the basic YPA will appear on appendix F-229 with an asterisk(s) over the invalid entry while the sup-plemental YPA, YPB and YPC will appear on appendix F-229 without anno-tation.  Only the rejected transaction will require correction and reinput in order to clear the Award Reject Report, appendix F-229.

   (3) When an award is being established with DICs YPA, YPB, and YPC and the YPA rejects in validation and the YPB and YPC pass validation, the YPA will appear on appendix F-229 with asterisk over invalid entry and the YPB and YPC will appear on appendix F-229 without any annota-tion.  Only the rejected transaction will require correction and reinput in order to clear the Award Reject Report, appendix F-229.

   (4) All DIC transactions YPA/YPB/YPC that are being reinput to correct violations on the F-229 must contain a C in pos. 77.  Examples of reject messages are as follows:

| REJECT MESSAGE | EXPLANATION |
|---|---|
| AWARD DATE PRECEDES PR DATE | The award date entered in DIC YPA precedes the date that the PR was generated. |
| CLIN ACTION INDICATES YPC REQ | DIC YPB submitted with CLIN Action Code 1 in pos. 76 which indicates supplemental data to be submitted on DIC YPC; however, during validation for associated transaction DIC YPC was not present. |

| REJECT MESSAGE | EXPLANATION |
|---|---|
| CLIN ACTION INDICATES YPC/D REQ | DIC YPB submitted with CLIN Action Code 3 in pos. 76 which indicates supplemental data to be submitted on DICs YPC and YPD; however, during validation for associated transactions DICs YPC and/or YPD were not present. |
| CLIN ACTION INDICATES YPD REQ | DIC YPB submitted with CLIN Action Code 2 which indicates supplemental data to be submitted on a DIC YPD; however, during award validation DIC YPD was found to be missing. |
| CONFLICTING CONTRACT ACTION CD | Basic DIC YPA submitted with Contract Action Code 0 or 1 in pos. 76 which indicates supplemental data is not required; however, matching supplemental DIC YPA transaction was present. |
| CONTRACT DELIVERY DATE NOT GREATER THAN THE PREVIOUS | DIC YPB submitted for an incremental CLIN contains a CDD in pos. 29-31 which is less than or equal to the CDD of a preceding incremental CLIN for the same summary. |
| DUPLICATE AWARD INPUT | Award transactions erroneously assigned duplicate contract numbers which are processed in the same procurement cycle. |
| DUPLICATE CONTRACT NUMBER | A new award submitted to the system is assigned the same PIIN as an award already recorded in the Active Contract File. |
| IMPROPER AWARD - PR ON SIS | DIC YPB cited a PR number that is recorded in the Active PR File as being an SIS award. |
| INCREMENTAL YPB/YPC INCOMPATIBLE | DIC YPB/YPC submitted for an incremental CLIN, but pos. 54-75 of the YPB and pos. 37-38/47-61 of the YPC do not match the other transactions submitted for the summary. |
| MISSING YPA SUPPLEMENTAL DATA | Basic YPA submitted with Contract Action Code 3 or 4 in pos. 76 which indicates supplemental YPA data is required; however, during validation for associated transactions, a matching supplemental YPA transaction was not present. |
| MULTIPLE PRS ON A GFM AWARD | The basic and supplemental YPA transactions indicate the award contains GFM, however, the first YPB PR/PRLI number is recorded in the APRF as requiring GFM and a subsequent YPB transaction cites a different PR number. |
| NO MATCH ON LOCATION CODE | Award input data rejected due to failure of the YPB location code, pos. 54-56, to match the Active PR File location code. |
| PR CURRENTLY BEING AMENDED | YPB PRLI number is recorded in the Active PR File as being under amendment and funds are involved. |

| REJECT MESSAGE | EXPLANATION |
|---|---|
| PR FILE NO MATCH | The PR/PRLI number entered on the YPB rejected input did not match a record in the Active PR File. |
| PR HAS BEEN CANCELLED | The PR number and PRLI entered on the YPB rejected input is shown as canceled in the Active PR File. |
| PRLI SPECIFIES GFM – MDN MISSING | The basic YPA transaction and the first YPB transaction indicate the award contains GFM, but the matching supplemental YPA transaction does not contain an MDN in pos. 23-25. |
| PRLI SPECIFIES GFM – YPA DOESN'T | Basic YPA submitted with Contract Action Code 0 or 1 in pos. 76 indicating GFM is not required; however, a YPB transaction cites a PR/PRLI number recorded in the APRF as requiring GFM. |
| PR QTY WAS PREVIOUSLY AWARDED | Award input transactions YPA and YPB (YPC if required) rejected because the PR quantity in the Active PR File was previously awarded. |
| UNIT OF ISSUE CHG YPC IS REQD | Input transactions YPA/YPB, submitted to award a PR.  However, the Active PR File had recorded a catalog action changing the unit if issue and a YPC was not present for posting. |
| YPA INCREMENTAL YPB IS NOT | DIC YPA contains an incremental indicator Y but DIC YPB contains a sub-CLIN ending in A. |
| YPA INDICATES GFM – PR HAS NONE | Basic YPA submitted with Contract Action Code 3 or 4 in pos. 76 and matching supplemental YPA with MDN in pos. 23-25 indicate the award contains GFM, however, the first YPB transaction cites a PR/PRLI number recorded in the APRF as not requiring GFM. |
| YPC INVALID STOCK PART NR CODE | DIC YPC transaction submitted with entry in pos. 47-61; however, the YPC Stock/Part Number Code (pos. 71) did not equal the Active PR File Stock/Part Number Code. |
| YPC OR YPD NOT YPD REQUIRED BY YPB | DIC YPB, pos. 76, did not indicate that a DIC YPC and/ or YPD were required or the rejected transaction(s) were not supported by DIC YPA and YPB. |

   f.  The IM will receive one copy of appendices F-227, F-228 and F-229 and process as follows:

   (1) Appendix F-227.

      (a) Review the fields identified with an asterisk along with copy of input held by IM in suspense file and determine reason for reject.

(b) Prepare DLA Form 755, as applicable, in the same format as the original transaction with corrective data in erroneous field positions.

(2) Appendix F-228.

(a) Review each DIC and related message along with copy of input held by IM in suspense file and determine reason for reject.

(b) Where there is an input transaction which does not match the file involved, prepare DLA Form 755, as applicable, in the same format as the original transaction with correct document number/data in appropriate field positions.

(c) If the original transaction was to establish a record and the control data element (e.g., a contract number) DLA Form 755, as applicable, in the same format as the original transaction to correct the contract number if erroneous; if not erroneous, review other data fields in the original transaction for possible errors and correct accordingly.

(d) Other rejects received will be processed by correcting the input transaction involved by use of DLA Form 755, as applicable.

(3) Appendix F-229.

(a) Review each DIC and related data as well as Contract Total Value, DIC YPA, and total value of all line items along with copy of input held by IM in suspense and determine reason for reject.

(b) If there are missing associated mandatory transactions, prepare DLA Form 725 for all missing transactions required to complete the action. A Code C must be entered in pos. 77 when missing transactions are being input.

(c) When the total value of all line items does not match the Contract Total Value on DIC YPA, prepare DLA Form 725, DIC YPA, to correct the Contract Total Value and/or DIC YPB/YPC to correct the unit price/quantity, whichever is required to make the totals match.

(d) When one or more DICs YPB indicated that a YPC was required (1 in pos. 76 of YPB) and it is missing, either reinput YPB with pos. 76 blank if no YPC is to be submitted, or input new YPBs and related YPCs to reflect correct action.

(e) When the basic YPA indicated that a supplemental YPA was required (3 in pos. 76 of YPA) and it is missing, either reinput the basic YPA with 0 in pos. 76, if no supplemental YPA is required, or input a supplemental YPA if required.

(f) When the basic YPA indicated that no supplemental YPA was required (0 in pos. 76 of YPA); however, a matching supplemental YPA was present, if supplemental data is required, reinput both YPA transactions placing a 3 in pos. 76 of the basic YPA. If supplemental data is not required, basic YPA transaction should be reinput with 0 in pos. 76 and the supplemental YPA transaction will clear the appendix F-229 in the following cycle.

(g) When the error message indicates an incompatibility involving GFM, the PR/PRLI cited in the YPB transaction may be incorrect.

7.  FLOWCHART

Flowchart not required.